



The listing reflects all positions within 704th Services. This is not a current vacancy listing. Interested individuals may apply for any position whether it is vacant or not. Application will stay on file for 90 days. Current employees complete an AF Form 2550. For more information contact the Human Resources Office at DSN 340-5481, CMCL 931-454-5481

All Position Listing for 704th Services Division

This is not a current vacancy listing. Go to "Current Vacancies - 704th Services" on the employment webpage for an updated list of vacant positions.

Annc #	Position Title CLICK ON TITLE TO SEE POSITION DETAILS	PP/SR/GR
Human Resources & Training		
T01	TRAINING SPECIALIST	NF-1712-III
Community Center Complex / Arnold Lakeside Center		
C01	COMMUNITY CENTER COMPLEX MANAGER	NF-1101-IV
NA07	BARTENDER	NA-7405-03
NA11	BARTENDER	NA-7405-05
NA13	COOK	NA-7404-04
NA19	COOK	NA-7404-08
NA21	CUSTODIAL WORKER	NA-3566-01
NA25	FOOD SERVICE WORKER	NA-7408-01
NA27	FOOD SERVICE WORKER	NA-7408-02
O01	OPERATIONS CLERK (OA)	NF-0303-II
NA41	WAITER (Developmental Position)	NA-7420-02/03
F01	FOOD AND BEVERAGE MANAGER	NF-1101-III
Lodging		
G07	GUEST SERVICES REPRESENTATIVE	NF-0303-I
L03	LODGING OPERATIONS ASSISTANT	NF-0303-III
NL01	CUSTODIAL WORKER LEADER	NL-3566-01
NA21	CUSTODIAL WORKER	NA-3566-01
Golf Course		
NA05	AUTOMOTIVE WORKER (GOLF EQUIPMENT MAINTENANCE)	NA-5823-08
R01	RECREATION AID	NF-0189-I
R05	RECREATION AID (GOLF COURSE)	NF-0189-I
R03	RECREATION ASST (GOLF COURSE)	NF-0189-II
NA13	COOK	NA-7404-04
NA15	COOK	NA-7404-05
G05	GOLF COURSE SUPERINTENDENT	NF-1601-III
NA47	TRACTOR OPERATOR	NA-5705-06
NA31	LABORER	NA-3502-02
Outdoor Recreation		
NA31	LABORER	NA-3502-02
R01	RECREATION AID	NF-0189-I
R07	RECREATION ASSISTANT	NF-0189-II
NA49	TRACTOR OPERATOR (LABORER)	NA-5705-06
Recycling Center		
NA51	MOTOR VEHICLE OPERATOR (LABORER)	NA-5703-05
NA53	MOTOR VEHICLE OPERATOR (SUPERVISOR)	NA-5703-06
Resource Management (NAF Accounting Office)		
A01	ACCOUNTING TECHNICIAN	NF-0525-III
A02	ACCOUNTING TECHNICIAN	NF-0525-III
C05	CASHIER	NF-0530-II
Fitness Center		
R07	RECREATION ASSISTANT	NF-0189-II
R01	RECREATION AID	NF-0189-I
S01	SPORTS AND FITNESS CENTER MANAGER	NF-0030-IV
S03	SPORTS AND FITNESS CENTER ASST.	NF-0030-III



USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
COMMUNITY CENTER COMPLEX MANAGER NF-1101-IV

Announcement Number: **C01**
Location: **Arnold Lakeside Center**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Serves as manager of Community/Club Activities Complex in administrative and technical supervision over all NAF and APF employees. Evaluates recreation needs, develops plans and executes activities to provide a quality experience in dining, recreation, social and military functions as well as community related events. Shares responsibility for planning and directing an economical and profitable club program. Develops and implements internal controls to improve procedures and preclude or minimize the potential for fraud, waste and abuse. Uses sound business principles to formulate financial, program, facility, and equipment plans, budgets, and reports. Ascertains needed goods, services and merchandise. Monitors and adjusts prices for services and goods to ensure a solid financial state of the center. Inspects facilities and operating systems and implements measures to ensure high standards for facility, food and equipment. Develops innovative marketing campaigns designed to increase participation and promote programs and membership. Assists in arranging special activities and events including ITT tickets sales and discounts, recreational trips and base-wide functions, aware of required protocol practices and the unique relationships between functional areas. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees; develops performance standards and rates employees; interviews candidates for subordinate positions; recommends, hiring, promotion or reassignments; takes disciplinary measures, such as warnings and reprimands; identifies developmental and training needs of employees; and provides and/or arranges for needed development and training. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinate's concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program. Performs other related duties as assigned. Subject to an irregular tour of duty to include nights, weekends and holidays.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Progressive, responsible administrative, professional, technical or other work which has provided a general knowledge of management principles, concepts, and techniques relating to the business operations of social/recreational military or civilian programs to include experience in the supervision or management of a food and beverage operation. Knowledge of methods and processes involved in planning, promoting, and administering programs which meet the needs of the community. Experience scheduling special events and arranging for catering services; responsibility for supervising or overseeing the food preparation/facility layout for group social functions is required. Knowledge of budget and financial management techniques in order to prepare input and justification for funding program resources. Must have ability to communicate both orally and in writing. Must possess skill in dealing with the public. Computer experience and typing skills required. Food Handler's Training and National Agency Check w/Inquiries (NACI) required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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To apply by mail, submit a complete application packet to: 704 MSG/SVH, HRO, 100 Kindel Dr, Ste C-321, Arnold AFB, TN 37389-3321.

Hours of Operation: 0730-1600, Monday - Friday

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
BARTENDER NA-7405-03

Announcement Number: **NA07** Location: **Arnold Lakeside Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Operates limited service bars. Prepares a limited variety of alcoholic drinks by selecting proper premix and garnish. Serves beer, soda and wine. Serves patrons directly or delivers to waiter. Receives payment, operates cash register, makes and returns change to patrons or waiter. Sets up bar for operation and obtains cash bank. Maintains work area neat and clean. Washes bar equipment, glassware, and utensils. Stocks service bars and assists higher-level bartender as required. May be required to prepare documentation for cash funds accountability. Performs other related duties as assigned.

QUALIFICATIONS: Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of correct proportions and mixtures to use in preparing beverages. Must be able to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Must be able to follow cash handling procedures. Must be able to frequently lift objects weighing 5 to 15 pounds, pull and push objects weighing 10 to 20 pounds, and occasionally lift up to and over 40 pounds. Must meet the appropriate minimum age requirement for working with and/or serving alcoholic beverages. Must be able to obtain a Food Handler's Certificate or complete food handlers training. Employment physical is required. Satisfactory completion of a National Agency Check (NAC) is required.

[Click here to go back to the position listing](#)

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
BARTENDER NA-7405-05

Announcement Number: **NA11** Location: **Arnold Lakeside Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Operates full service bar. Mixes and serves all types of alcoholic or nonalcoholic drinks to order following a variety of established recipes. Beverages include but are not limited to, Margaritas, for which no pre-mix is available, Zombies, Singapore Slings, etc. Delivers drinks to bar waiters or serves directly to patrons. Receives payments or charges to member's account as appropriate. Washes glasses and other bar equipment. Prepares garnishes for mixed drinks. May help stock service bar or portable bar for catered functions. Responsible for the proper operation of the bar, receipts, and inventory accountability. Accepts money, operates a cash register, and makes change. Prepares documentations for cash funds accountability. Ensures all monies are properly secured in the safe. Secures facility at end of shift to include; All doors, freezers, coolers, warehouse, security cage and sets alarm. Performs walk through to ensure all equipment is properly turned off. Calls Security Forces to complete secured facility check. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience mixing alcoholic beverages for retail sale, which includes knowledge of a wide variety of beverages and ability to combine ingredients such as liquors, soda water, sugar, bitters, and fruit and the ability to mix exotic drinks. Must be able to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Must be able to follow cash handling procedures. Must be able to frequently lift objects weighing 5 to 15 pounds, pull and push objects weighing 10 to 20 pounds, and occasionally lift up to and over 40 pounds. Must meet the appropriate minimum age requirement for working with and/or serving alcoholic beverages. Must be able to obtain a Food Handler's Certificate or complete food handlers training. Must be able to communicate clearly and possess skill in dealing with public. Employment physical is required. Satisfactory completion of a National Agency Check (NAC) is required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
COOK NA-7404-04

Announcement Number: **NA13** Location: **Arnold Lakeside Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Prepares a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers, sandwiches, and fresh or canned vegetables. Prepares hot cereals, broiled meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets, fries and chicken nuggets. Prepares and bakes pizza type items. Prepares food by peeling, chopping, grinding, paring, cutting, slicing and dicing, pureeing, dredging, flouring or breading; weighs, measures and assembles ingredients for regular menu items; sets ups and replenishes salad bar; portions foods for distribution and meal service, and covers, dates and stores leftovers according to established procedures. . Washes and cleans kitchen equipment. May work an uncommon tour of duty to include nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience in and knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar food activity. Ability to follow oral or written instructions, work safely, and do simple arithmetic. Knowledge of operating and cleaning food service equipment, characteristics of various foods and ability to season food and decide when foods are done is required. Must be able to frequently lift objects weighing up to 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull, and bend for long periods of time. Employment physical and food handler's certificate required. Satisfactory completion of a Tennessee Bureau Investigation (TBI) check required. Satisfactory completion of a National Agency Check (NAC) is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> , at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
COOK NA-7404-08

Announcement Number: **NA19** Location: **Arnold Lakeside Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Directs and monitors all kitchen operations. Using a full range of quantity cooking procedures from common or frequently used to new or difficult recipes, over a period of time prepares a variety of meats, poultry, seafood, vegetables, sauces and gravies. Regularly prepares either for buffets, dining rooms or special functions four or more menu items for one meal which involves planning and coordinating steps to ensure that all items are ready for serving at the same time; or prepares menu items using special or difficult recipes involving many steps, ingredients, or long preparation time; or may do both. Prepares and presents food so that is visually appealing to customers. Examines all food for quality and freshness before preparation. May make adjustments or substitutions in food preparation procedures and seasoning to make the food more attractive and to improve taste. May test and evaluate new food products. Plans special function menus with customers and Catering Manager. Performs other related duties as assigned. Subject to an irregular tour of duty to include nights, weekends and holidays.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience in and a thorough knowledge of food preparation and characteristics of foods. Must be able to plane, coordinate, and time sequence steps needed to prepare entire meals on time without overcooking or waste. Must be able to adjust recipes for servings required, substitutions and seasoning; recognize characteristics of foods in deciding that raw materials are fresh; and judge prepared food by color, consistency, temperature, odor and taste. Experience and knowledge must have been gained in a restaurant, club, cafeteria, or similar establishment. Must be physically able to frequently lift objects weighing up to 40 pounds, and occasionally over 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull and bend for long periods of time. Must be able to obtain a Food Handler's Certificate and/or complete food handlers training. Satisfactory completion of a Tennessee Bureau Investigation (TBI) check required. Employment physical required. Satisfactory completion of a National Agency Check (NAC) is required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
CUSTODIAL WORKER NA-3566-01

Announcement Number: **NA21** Location: **Arnold Lakeside Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: The purpose of this position is to perform a variety of simple cleaning/laundry/manual tasks for the Arnold Lakeside Center. Cleans offices, storerooms, corridors, stairways, facilities, and other areas. Sweeps, dry mops, scrubs, waxes, and polishes floors, using brooms mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers. Dusts, waxes, and polishes furniture, ledges and woodwork. Empties ashtrays and wastebaskets. Polishes door knobs and other metal fixtures. Washes walls, windows, and blinds that can be reached without climbing ladders or scaffolds. Vacuums draperies. Keeps restrooms in clean, orderly, and sanitary condition. Sweeps, scrubs, and waxes floors. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Notes condition of facilities and reports to supervisor broken windows, water leaks, clogged drains, and other conditions requiring maintenance. Sorts laundry by color, hand, feeds laundry into washer and then to automatic dryer. Spot cleans laundry when required. Feeds items into flatwork ironer. Folds laundry. Stores laundry according to written instructions. Cleans laundry room and equipment. Performs a variety of simple manual tasks which include but are not limited to the following: Opens, unpacks, and removes contents of cartons and places them where directed; assisting in the equipment set up of special functions. Keeps a stock of cleaning/laundry materials and equipment needed to do the work. Tells supervisor when more materials are needed or when equipment needs repair or replacement. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: No previous experience or training is required. Must be able to follow simple oral and written instructions and be able to use hand or lightweight powered cleaning tools or equipment. Must be physically able to frequently lift and carry items weighing up to 30 pounds and occasionally lifting and carrying moderately heavy objects weighing up to 45 pounds. Must be able to continuously stand, bend, stoop, and reach for long periods of time. Pre-employment physical required. Satisfactory completion of a National Agency Check w/Inquiries (NACI) required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
FOOD SERVICE WORKER NA-7408-01

Announcement Number: **NA25** Location: **Arnold Lakeside Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Prepares a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers, sandwiches, and fresh or canned vegetables. Prepares hot cereals, broiled meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets, fries and chicken nuggets. Prepares and bakes pizza type items. Prepares food by peeling, chopping, grinding, paring, cutting, slicing and dicing, pureeing, dredging, flouring or breading; weighs, measures and assembles ingredients for regular menu items; sets ups and replenishes salad bar; portions foods for distribution and meal service, and covers, dates and stores leftovers according to established procedures. . Washes and cleans kitchen equipment. May work an uncommon tour of duty to include nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: No previous experience is required. Ability to read and understand written and be able to follow simple oral instructions. Must be able to use hand tools for cleaning, and operate simple machines. Must be physically able to frequently lift or move objects weighing up to 20 pounds, and occasionally over 20 pounds with assistance. Must be able to continuously stand, walk, stoop, reach, push, pull, and bend for long periods of time. Employment physical and food handler's certificate required. Satisfactory completion of a Tennessee Bureau Investigation (TBI) check required. Satisfactory completion of a National Agency Check (NAC) is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
FOOD SERVICE WORKER NA-7408-02

Announcement Number: **NA27** Location: **Arnold Lakeside Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Sets up cafeteria lines, steam tables, dining room tables, and side service stands with hot and cold food items including meats, vegetables, salads, desserts, bread, butte and beverages. Serves food cafeteria style. Breaks down and cleans area when meals are complete. Sets up dining room tables for service, places food and beverages on tables, and replenishes items as necessary. Sets up and operates dishwashers, performs preventative maintenance and cleaning. Scrapes, soaks, scours and scrubs bowls, pots and pans. Also performs heavy duty cleaning tasks such as ceilings, exhaust hoods, under and behind kitchen equipment, washes floors and walls, walk-in refrigerators and freezers, sanitizes garbage cans. May unload food from delivery trucks. Collects and transfers trash from work area to disposal area. Assembles and tosses fresh fruit or green salads in quantity using prepared dressings, serves into standard serving sizes. Makes cold sandwiches using prepared ingredients. Makes coffee, tea and other beverages. Maintains cleanliness of warehouses, assists in the equipment set up of special functions. May work an uncommon tour of duty to include nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must be able to follow simple oral instructions, be able to use hand tools for cleaning and operate simple machines. Must be skilled in doing tasks with several steps and must uses judgment in sequencing tasks. Must have knowledge of sanitation standards in handling and serving food, and for cleaning equipment and work area. Must be physically able to frequently lift or move objects weighing up to 40 pounds. Must be able to continuously stand and walk, and frequently stoop, reach, push, pull and bend for long periods of time. Must be able to obtain a Food Handler's Certificate or complete food handlers training. Satisfactory completion of a Tennessee Bureau Investigation (TBI) check required. Employment physical is required. Satisfactory completion of a National Agency Check (NAC) is required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
WAITER NA-7420-02/03
Developmental position

Announcement Number: **NA41** Location: **Arnold Lakeside Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Discusses menu with supervisor and familiarizes self with menu prior to opening. Secures clean linen and silverware, depending on the menu, special function and food to be served. Sets up assigned tables, spreading clean linen and placing glasses, condiment holders, flowers, candles or lamps, and silverware on table. Prepares side tables with silverware, bowls of ice and other extras that may be required during the meal. Receives guests and takes orders. Writes guests' orders, answers questions regarding food and beverages or makes suggestions about dishes and beverages. Works according to rigid time schedules, secures food from kitchen, and places dishes by course in front of each person. Continues to provide service as needed and requested by guests. Following completion of meal, gives check to guest, who may pay cashier or the waiter or elect to sign the dining room guest check when authorized. May be required to ring up sales on cash register, receive money and make change. Removes soiled dishes, glasses and silverware. May perform cleaning duties as time permits, such as sweeping, mopping, vacuuming and so forth, in assigned area or leaning entryways. May perform dishwashing or other functions in an emergency. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience or training in proper food handling and serving techniques. Knowledge of food menu items and wine selection for various foods sufficient to explain to customer. Must be able to follow cash handling procedures make simple mathematical computations, and prepare checks for patrons. Must be physically able to stand, stoop, bend, and walk for long periods of time. Must be able to frequently lift and carry objects weighing up to 20 pounds. Must meet the appropriate minimum age requirements for serving alcoholic beverages. Must be able to obtain a Food Handler's Certificate and/or complete food handlers training. Must be able to communicate with customers and possess skill in dealing with the public. Employment physical is required. Satisfactory completion of a National Agency Check (NAC) is required.

This is a developmental position. Applicants who do not meet the qualifications of NA-03 will be reviewed for qualifications at the NA-02 level and assigned accordingly.

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Hours of Operation: 0730-1600, Monday - Friday

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
OPERATIONS CLERK (OA) NF-0303-II

Announcement Number: **001** Location: **Arnold Lakeside Center**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Performs substantive clerical work in support of the operational requirements of the Arnold Lakeside Center. Duties include but not limited to using computer processing software to produce a variety of documents, inputs/updates information into a food tracking system and Internet Based Purchasing System (IBPS) from purchase, inventory and accounting forms, maintains records; receiving, screening, reviewing and verifying documents; searching for and compiling information and data; preparing and/or verifying the validity of documents, etc. Assists in the oversight of the service and operation of special events, working with the functional supervisor to ensure planned events take place as scheduled and planned. Receives and assists visitors in person or by telephone supplying requested information, upcoming events, applications, party/catering brochures, daily food specials, hours of operation, etc. Performs receiving and disbursing duties to include but not limited to: Collects cash receipts, cash register tapes, checks, credit card receipts, club tokens, coupons and other supporting documentation. Prepares and issues change from funds as required. Balances, posts and secures funds. Prepares bank deposits and ensures daily deposit of funds. Prepares cash reports and notifies supervisor of any suspected irregularities. Cashes checks and accepts payment for dues and charges to accounts. Accepts and processes membership applications. May assist in the maintaining and processing time and attendance by utilizing a time management automated system to include all new information and subsequent changes to employees pay information. May provide orientation to new employees regarding time cards, general club policies, chain of command. Performs other related duties as assigned. Subject to an irregular tour of duty to include nights, weekends and holidays.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Applicant must have experience in responsible clerical or office work in which the applicant has demonstrated the ability to perform satisfactorily at the grade level of the position, which includes demonstrated ability to perform common arithmetic problems, and making change when receiving payments from customers. Must also have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes (1) direct handling of cash items, and (2) use of cash accountability control methods. Must have ability to communicate both orally and in writing. Must possess skill in dealing with the public. Computer experience and typing skills required. National Agency Check w/Inquires (NACI) required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
GUEST SERVICES REPRESENTATIVE

Announcement Number: **G07**

Location: **Lodging**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

*Experience/education may be considered when setting pay.

DUTIES: Receives and confirms room reservations by letter, telephone, email, or personal contact. Registers and assigns rooms to guests, makes and issues room keys, and may escort guests to rooms as needed. Ensures that only authorized patrons use government-sponsored quarters. Calculates and posts charges to patrons' accounts and balances totals with control records. Accepts payment, makes change, and presents departing guests checkout statements. Prepares and safeguards cash receipts, prepares daily cashier's report, daily activity report, and may prepare consolidated daily activity report. Maintains current checkout list. Maintains and sells sundry sales items to patrons. Maintains a professional appearance and demeanor at all times. Ensures required information is received from guest and entered into guest folio. Prints backup reports from property management system. Ensures housekeeping status of rooms is updated. Records and notifies appropriate person/organization of maintenance problems reported by guests. Ensure front desk area and lobby remains clean. Process Night Audit procedures and close credit card machines nightly. Maintains the lost and found program. Ensures that customer service is the first priority. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Applicant must have experience in general clerical or cashier work of any kind in which the applicant has demonstrated ability to perform satisfactorily in handling multiple tasks and providing quality customer service. Experience must have demonstrated the ability to resolve common arithmetic problems, and to make change when receiving payment from customers. Must be able to read, speak, and write English. Must meet state and legal age requirement for sale of alcoholic beverages. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
LODGING OPERATIONS ASSISTANT NF-0303-III

Announcement Number: **L03**

Location: **Lodging**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Responsible for the day to day operations of the Lodging Guest Reception, Accounting and Training. Performs a wide variety of technical support work necessary to insure the efficient and economical operation of lodging functions/systems, providing guidance and makes recommendations in technical, administrative and accounting matters. Distributes and balances workload among Guest Services staff. Provides training and orientation of new employees. Provides input on training progress and maintains employee training folders for all employees. Provides employee schedules to the manager for approval. Elevates unresolved complaints to the lodging manager. Responsible for coordinating lodging requirements (Distinguished visitor's, groups and conferences) availability with protocol. Inputs, monitors and tracks reservations within LTS on a continuous basis for accuracy. Oversees commercial quarters reservations, ensures highest occupancy is maintained. Orders and issues nonavailability numbers when adequate quarters are not available and assigns eligible TDY travelers to commercial contract quarters. Performs a variety of complex clerical and administrative duties daily to include IBPS and NAFRIS systems. Maintains critical daily and monthly reports and other statistical and financial data to include accounts receivable, transfers and payments. Daily duties are to include, but not limited to: CR's and balancing of accounts within IBPS. Assists the manager with interviewing and selecting potential new employees. Reports all repairs and maintenance requirements in accordance with established policy. Assists manager with the facility's 5 year plan, and AFLF projects. Provides the manager with statistical data to maintain future budget requirements. Conducts self inspections, safety requirements and quality checks on lodging rooms and corrects all discrepancies and reports all violations to the manager. Ensures adequate stock of supplies and equipment are available. Responsible for the replenishment and inventory of front desk resale items. Makes recommendations to supervisor regarding expenditure of resources. Performs duties as lodging clerk when required: Receives guests, checks lodging and receipt slips, registers guests and assigns rooms, receives and distributes mail and furnishes information to guests on available facilities and activities. Performs as manager in his/her absence. Performs other duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Applicant must have progressively responsible experience in a civilian or military lodging program which has provided a general knowledge of housing utilization, including a familiarity with eligibility, occupancy and termination activities. In addition, applicant must have specialized experience which was gained in the operation or management of at least one phase of a civilian or military lodging program which demonstrates the applicant's ability to perform satisfactorily at the grade level of the position. The experience must include the demonstrated ability to supervise or lead, train and schedule subordinates in the accomplishment of lodging related work. Knowledge of computer software and automated systems to produce a wide range of office documents. Must meet the appropriate minimum age requirement for working with and/or serving alcoholic beverages. Satisfactory completion of a National Agency Check (NAC) is required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
CUSTODIAL WORKER NA-3566-01

Announcement Number: **NA21** Location: **Lodging**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Cleans lodging guest rooms, corridors, stairways, facilities, and other assigned lodging areas. Sweeps, dry mops, scrubs, waxes, and polishes floors using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers. Dusts, waxes, and polishes furniture. Cleans and sanitizes guest room appliances, cooking utensils and dishes. Empties wastebaskets. Polishes door knobs and other metal fixtures. Washes walls, windows, and blinds that can be reached unassisted or using stepping stools. Makes beds and changes linen. Collects soiled linen and places it at a pickup point. Receives clean linen and delivers it where directed. Using the telephone system updates room status, occupancy, and checkouts. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges, woodwork, and furniture. Replaces deodorizers, toilet tissue, hand towels, soap, and other complimentary sundry items. Notes condition of facilities and reports to supervisor broken windows, water leaks, clogged drains, and other conditions requiring maintenance. Keeps a stock of cleaning materials and equipment needed to do the work. Advises supervisor when more materials are needed or when equipment needs repair or replacement. Performs other related duties as assigned..

[Click here to go back to the position listing](#)

QUALIFICATIONS: No previous experience or training is required. Must be able to follow simple oral and written instructions and be able to use hand or lightweight powered cleaning tools or equipment. Must be physically able to frequently lift and empty wastebaskets, lift and carry items weighing up to 20 pounds. Must be able to continuously stand, stoop, and reach for long periods of time. Pre-employment physical required. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). Must possess a valid driver's license.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
CUSTODIAL WORKER LEADER NL-3566-01

Announcement Number: **NL01** Location: **Lodging**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: As a working leader, performs the following duties: Distributes and balances workload among employees. Observes work in progress, production, adherence to quality and safety standards. Instructs and trains new employees. Elevates unresolved employee complaints or operational issues to supervisor. Provides input on performance, progress, and disciplinary problems. Reports all repair and maintenance requirements according to established policy. Reports all violations of safety to immediate supervisor. Updates computer database on room status, occupancy, check-outs and reports on housekeeping area. Ensures adequate stock of cleaning materials and equipment required to do the work. Assists custodial worker in selecting and using cleaning agents safely and cost effectively and planning sequence of work. Maintains counts of incoming and outgoing linen. Performs custodial worker duties as time permits. Cleans guest rooms, storerooms, corridors, stairways, facilities and other areas. Sweeps, dry mops, scrubs, waxes, and polishes floors, using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers. Dusts, waxes, and polishes furniture. Empties ashtrays and wastebaskets. Collects soiled linen and replaces with clean linen. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Ability to lead 3 or more custodial workers to accomplish housekeeping assignments. Must have functional experience and demonstrated knowledge of facility/equipment in housekeeping and the ability to build teams and work with others. Must have experience and knowledge of housekeeping principles and practices. Must be able to plan, coordinate, and time sequence steps needed to meet time constraints of work assignments. Experience and knowledge must have been gained either in a military lodging program or commercial hotel/motel. Must be able to follow oral or written instructions and speak English. Must be physically able to frequently lift and empty wastebaskets, and occasionally lift and carry items weighing up to 20 pounds. Must be able to continuously stand, bend, stoop, and reach for long periods of time. Pre-employment physical required. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). Must possess a valid driver's license.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp>, at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
RECREATION AID NF-0189-I

Announcement Number: **R01** Location: **Golf Course**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Performs routine recreation duties necessary in the operation of the Golf Course. Types of duties include but are not limited to: Preparing for golf tournaments by ensuring necessary equipment is available and in good condition. Inspects golf carts and ensures they are clean, safe and in good working condition. Picks up range balls. Opens, unpacks and removes contents from cartons and places where directed. Performs general housekeeping duties such as picking up trash and paper from designated areas and waters grass. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Practical knowledge of recreational activities, rules and procedures. Skill in the use and maintenance of various recreational golf equipment is desirable; however, no experience is required. Satisfactory completion of a National Agency Check (NAC) is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
RECREATION AID (Golf Course) NF-0189-I

Announcement Number: **R05**

Location: **Golf Course**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Performs duties required for daily operation and maintenance of the Golf Course. Types of duties include but are not limited to the following: Operates a point of sales system, inputs sales, receives payment and prepares proper cash handling documents. Collects monies and other related transactions. Assists patrons in selecting golf pro merchandise and equipment. Inputs customers' handicap numbers into point of sales system. Assists in inventories and maintains resale and storage areas. Answers telephone inquiries and registers customers for lessons, tournaments. Starts golfers using tee time sheet, patrols golf course to maintain acceptable pace of play, and compliance with golf course policies. Helps prepare for tournaments by staging carts, golf equipment, etc. Maintains clean work environment both in the pro shop and out on the golf course. As needed, performs daily upkeep of water containers, driving range operations, operates the snack bar register and takes patrons orders. Subject to an irregular tour of duty that includes nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS Ability to solve simple arithmetic problems and make change when receiving payment is required. Knowledge of golf activities or similar recreation activities is desirable. Basic computer skills are required. Frequently required to lift up to 40 pounds. Work may involve prolonged standing. Employment physical required. Must meet the minimum age to serve alcohol. Satisfactory completion of a National Agency Check w/Inquiries (NACI) required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
RECREATION ASSISTANT (GOLF COURSE) NF-0189-II

Announcement Number: **R03**

Location: **Golf Course**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Prepares the activity for opening or closing, including performing cash accountability procedures. Performs and/or assists in the operation and maintenance of the Golf Course Pro Shop, driving range, course starter and course marshal. Stocks display areas when supplies need replacing. Updates Recreation Aids with new information regarding the day to day operations. Prepares work schedules for Manager review. Prepares golf carts for daily rental and taking tee times for weekend and holiday play. Assists the Manager in the review of merchandise catalogs and in the preparation of purchase orders for resale items. Supervises the issuing of golf clubs, pull carts and rental equipment. Performs general maintenance of the club house, cart storage barn, and locker rooms. Assists the Manager with the intramural golf league and weekly scramble events to include preparation of schedules and computation of scores, assists in the development of events, to include collection of fees, disposition of prizes, and scoring, assists with planning, coordinating and execution of food activities in conjunction with tournament and/or member events. Utilizes/administers the USAGE Handicap program. Performs monthly inventories and assists in snack bar as required. May work an uncommon tour of duty to include nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience which provided a basic knowledge and understanding of golf course operations, including the rules of golf, equipment sale and repair, tournament organization and handicapping. Must have the ability to read, write, and speak English. Must have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes; (1) direct handling of cash items, and (2) use of cash accountability control methods. Must possess skill in dealing with the public. Satisfactory completion of a National Agency Check (NAC) is required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
COOK NA-7404-04

Announcement Number: **NA13**

Location: **Golf Course**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Prepares a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers, sandwiches, and fresh or canned vegetables. Prepares convenience items such as frozen hash browns, fish fillets, fries and chicken nuggets. Prepares and bakes pizza type items. Prepares food by peeling, chopping, grinding, paring, cutting, slicing and dicing. Weighs and measures, and assembles ingredients for regular menu items; portions foods for distribution and meal service, covers, dates and stores leftovers according to established procedures. Washes and cleans kitchen equipment and dining area. Serves alcoholic beverages, soft drinks, coffee, snack items, etc. Operates a cash register, collects money, and prepare necessary documentation for cash funds accountability. May work an uncommon tour of duty to include nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience in and knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar activity. Ability to follow oral or written instructions, and do simple arithmetic. Knowledge of operating and cleaning food service equipment and knowledge of characteristics of various foods. Must be able to frequently lift objects weighing up to 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull, and bend for long periods of time. Employment physical and food handler's certificate required. Must meet minimum age to serve alcohol. Satisfactory completion of a Tennessee Bureau Investigation (TBI) check required. Satisfactory completion of a National Agency Check (NAC) is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
COOK NA-7404-05

Announcement Number: **NA15**

Location: **Golf Course**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Prepares a full range of simple cooking tasks by preparing and cooking items that require little or no processing such as pancakes, sausage, eggs, hamburgers, sandwiches, and fresh or canned vegetables. Prepares convenience items such as frozen hash browns, fish fillets, fries and chicken nuggets. Prepares and bakes pizza type items. Prepares food by peeling, chopping, grinding, paring, cutting, slicing and dicing. Weighs and measures, and assembles ingredients for regular menu items; portions foods for distribution and meal service, covers, dates and stores leftovers according to established procedures. Maintains rotation of food to prevent spoilage. Assists management with the ordering of food supplies in accordance with daily and weekly sales. Washes and leans kitchen equipment and dining areas. Assists management in menu pricing and inventory, recommending new menu items. Assists in training lower graded cooks. Responsible for care of the kitchen equipment reporting maintenance requirements to the manager. Serves alcoholic beverages, soft drinks, coffee, snack items, etc. Operates a cash register, collects money, and prepare necessary documentation for cash funds accountability. May work an uncommon tour of duty to include nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience in and knowledge of methods and procedures relating to food preparation and presentation gained in a grill, snack bar, restaurant, club or similar activity. Ability to follow oral or written instructions, and do simple arithmetic. Knowledge of operating and cleaning food service equipment and knowledge of characteristics of various foods. Practical knowledge and procedures necessary for ordering, issuing and storing food items required. Must be able to frequently lift objects weighing up to 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull, and bend for long periods of time. Employment physical and food handler's certificate required. Must meet minimum age to serve alcohol. Satisfactory completion of a Tennessee Bureau Investigation (TBI) check required. Satisfactory completion of a National Agency Check (NAC) is required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
GOLF COURSE SUPERINTENDENT NF-1601-III

Announcement Number: **G05**

Location: **Golf Course**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

*Experience/education may be considered when setting pay.

DUTIES: Responsible for the efficient and effective operation of a small to medium sized golf maintenance program which includes: golf cart fleet, golf course greens/tees, practice areas, ranges, irrigation systems, clubhouse grounds and landscaping, on-course restroom facilities, wooded areas, unused acreage and maintenance vehicles and equipment. Plans all maintenance and project work, applying agronomic and administrative expertise to achieve maintenance standards and long-range goals. Diagnoses deficiencies relative to soil disease, desiccation, winter kill, erosion and impact or error in maintaining a complex mix of soil and plant needs for greens, fairways, roughs, trees, scrubs, foliage, ground covers and ornamentals. Determines proper application of grass seed, fertilizer, herbicide, pesticide, algacide, soil and sand mixture sufficient to maintain course within regulatory and industry standards. Acquires equipment and purchases necessary supplies to maintain Golf course properties. Approves all expenditures and exercises cost control measures designed to ensure operating and capital expenses in line with approved budgets. Provides expert advice on renovations, improvements, minor and major construction for rebuilding or new construction of greens, bunkers and tees, additional subterranean irrigation lines, sprinkler heads and additional nursery yardage. Responsible for work force management, recruitment and staff training. Plans and organizes in-service training programs to include safety and the proper methods and uses of motorized turf equipment and chemicals. May work an uncommon tour of duty to include weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have progressively responsible experience in golf course maintenance which provides a technical knowledge of turf propagation, cultivation, course equipment and mechanics, irrigation and drainage systems and controls, horticulture, and insect/pest control and various turf diseases and remedies. Requires knowledge of personnel management principles and policies sufficient to supervise and direct a staff of grounds maintenance employees. Must have knowledge of golf course construction and golfing techniques. Knowledge of grass seeds, fertilizer, herbicides, pesticides, algacides, soil and sand mixtures. Possession of a Class A rating from the Golf Course Superintendent's Associate of America is highly desirable. Must be able to communicate effectively both orally and in writing. Requires current state and Federal certification or licensing as a pesticide applicator. Satisfactory completion of a National Agency Check (NAC) is required. Employment physical required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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Hours of Operation: 0730-1600, Monday - Friday

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
TRACTOR OPERATOR NA-5705-06

Announcement Number: **NA47**

Location: **Golf Course**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Operates field-type tractors with attachments to maintain the grasses at the Golf Course. Operates a variety of equipment to include but not limited to the following: mowers, aerators, plows, harrows, clippers, sprayers, disks, post hold diggers, moveable dozer, blades, backhoe, and other equipment ranging from small hand held applicators to tractor drawn liquid and solid dispensers. Makes all adjustments to equipment to ensure proper settings, connections, and mechanical soundness of equipment. Observes all safety rules and regulations pertaining to vehicle operation. Performs operator maintenance on field-type tractors and related equipment. May work an uncommon tour of duty to include weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Ability to manipulate both tractor and equipment controls at the same time. Knowledge of equipment to make connections on mechanical drive shafts and hydraulic lines. Skill to manipulate equipment over different types of terrain. Must have experience in operating and performing maintenance on field-type tractors and associated equipment. Must be able to frequently lift and carry objects weighing up to 50 pounds and able to frequently stoop, bend, reach, and climb. Employment physical required. Satisfactory completion of a National Agency Check (NAC) is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp>, at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
LABORER NA-3502-02

Announcement Number: **NA31**

Location: **Golf Course**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Performs simple golf cart maintenance (i.e., replenishes fuel/charge levels, washes) readies golf carts for customer use, marks the course for cart control, moves cart control barriers and replaces worn or lost ropes and signs and may mark hazard and drop areas. Maintains ball washers, replaces tee towels and flags when needed, removes debris, empties garbage containers, and cleans flowerbeds. Assists in the maintenance of course grounds and facilities using simple powered equipment such as clippers, weed trimmers, low pressure sprayers, powered pavement vacuums, and wet vacuums or steam cleaners. Digs ditches, holes where grading and sloping is not required, fills holes with dirt and levels bumps using shovels, hand tampers and rakes. Digs holes for plants, irrigation system, and tee boxes. May work an uncommon tour of duty to include weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: No previous experience or training is required. Must be able to use, control, and clean common hand tools and simple powered equipment. Must be able to frequently lift and carry medium to heavy objects weighing to 40 pounds and occasionally be required to lift and carry objects weighing up to 50 pounds. Must be able to frequently stoop, bend, reach, and work in awkward positions. Employment physical required. Satisfactory completion of a National Agency Check (NAC) is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
MOTOR VEHICLE OPERATOR (SUPERVISOR) NA-5703-06

Announcement Number: **NA53** Location: **Recycling Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Operates vehicles of gross vehicle weight (GVW) of up to 10,000 lbs and a 1 1/2 ton stake bed truck (GVW 10,000 – 26,000 lbs) with lift gate. Vehicles are driven on the basis of specific trip assignments or regularly established schedules over public roads (or the equivalent) at highway speeds or less to transport supplies, materials, or equipment and tools or to tow equipment throughout on an off-base. Observes safety rules, regulations, and posted traffic controls and highway guide signs. Washes vehicles. Performs preventative vehicle maintenance. Frequently loads and unloads cargo by hand, ensuring all cargo is properly loaded, unloaded and secured for transport to prevent damage or loss in transit. Exercises caution to prevent overloading. Operates recycling equipment, i.e., baler w/conveyor. Collects, identifies, segregates and stores recyclable materials such as: paper, cardboard, plastic, aluminum cans, steel cans, waste oil, and any other non-hazardous materials considered recyclable. Ensures recyclable materials produced do not contain more than 2% contaminants. Feeds segregated materials onto conveyor and operates baling equipment. Performs necessary operations to tie bales and eject when bale is complete. Stores baled materials in designated area until shipped. Assembles and inventories recycling containers for placement at various locations on Arnold Air Force Base. Inspects recycling equipment for cleanliness and insures all equipment is clean and in good working order. Directs and supervises personnel assigned to the Recycling Center. Selects plans and establishes work schedules, assigning and distributing work, counseling employees and maintaining employee records, etc. Directly responsible for safety self inspection, sanitation, fire protection, training, resource protection and continuity. Plans, establishes and implements applicable administrative procedures and operating instructions. Reports to higher level management equipment or items needing repair or maintenance. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have skill in maneuvering and driving vehicles weighing more than 10,000 pounds and up to 26,000 pounds. Must have prior supervisory experience or ability to lead workers to accomplish assignments. Must be able to frequently handle objects weighing up to 40 pounds, and occasionally up to 50 pounds. Must be able to exert light physical effort in reaching, bending, turning, or moving hands, feet, and legs to operate hand and foot controls. Must possess a current driver's license and provide a copy of current driving record. Physical required. Satisfactory completion of a NACI required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp>, at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
MOTOR VEHICLE OPERATOR (LABORER) NA-5703-05

Announcement Number: **NA51** Location: **Recycling Center**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Operates vehicles of gross vehicle weight (GVW) of up to 10,000 lbs and a 1 1/2 ton stake bed truck (GVW 10,000 – 26,000 lbs) with lift gate. Vehicles are driven on the basis of specific trip assignments or regularly established schedules over public roads (or the equivalent) at highway speeds or less to transport supplies, materials, or equipment and tools or to tow equipment throughout on and off base. Observes safety rules, regulations, and posted traffic controls and highway guide signs. Washes vehicles. Performs preventative vehicle maintenance. Frequently loads and unloads cargo by hand, ensuring all cargo is properly loaded, unloaded and secured for transport to prevent damage or loss in transit. Exercises caution to prevent overloading. Operates recycling equipment, i.e., baler w/conveyor. Collects, identifies, segregates and stores recyclable materials such as: paper, cardboard, plastic, aluminum cans, steel cans, waste oil, and any other non-hazardous materials considered recyclable. Ensures recyclable materials produced do not contain more than 2% contaminants. Feeds segregated materials onto conveyor and operates baling equipment. Performs necessary operations to tie bales and eject when bale is complete. Stores baled materials in designated area until shipped. Assembles and inventories recycling containers for placement at various locations on Arnold Air Force Base as determined by the supervisor. Inspects recycling equipment for cleanliness and insures all equipment is clean and in good working order. Responsible for adhering to program instruction to include compliance with all applicable fire, safety, health and housekeeping policies. Reports to supervisor equipment or items needing repair or maintenance. Performs other related duties as assigned. .

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have the ability to maneuver and drive vehicles weighing more than 10,000 pounds and up to 26,000 pounds. Must be able to frequently handle objects weighing up to 40 pounds, and occasionally up to 50 pounds. Must be able to exert light physical effort in reaching, bending, turning, or moving hands, feet, and legs to operate hand and foot controls. Must possess a current driver's license and provide a copy of current driving record. Physical required. Satisfactory completion of a NACI required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
LABORER NA-3502-02

Announcement Number: **NA31** Location: **Community Activity Ctr**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Picks up, loads and unloads materials suitable for recycling from various buildings and activities. Insures loading of truck is done correctly to avoid spills or loss of material. Loads, unloads or relocates heavy or bulky materials to and from trucks, bailer, dollies, buildings, etc. Moves heavy boxes, cartons, bales by hand, hand truck, or dolly. Assists in hauling material to holding areas for storage or disposal. Sorts and stacks materials using available equipment and prepares material for shipment. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Experience or ability to perform manual labor and safely work with hand tools. Must be able to follow oral and/or written instructions. Must be able to frequently lift and carry objects weighing 40 pounds and occasionally up to 50 pounds. Must be able to bend, stoop, climb, stand or walk for long periods of time. Must be able to satisfactorily complete an employment physical. Satisfactory completion of a National Agency Check (NAC) is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> , at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
RECREATION AID NF-0189-I

Announcement Number: **R01** Location: **Community Activity Ctr**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Assists Program Director and other recreation assistants in the operation and maintenance of youth, skills and outdoor recreation programs and facilities. Types of duties include but are not limited to the following: Sets up recreation areas for scheduled activities; records attendance; takes reservations and payment for trips and tours; notifies participants of schedule changes; arranges for equipment or tools, charging them out to participants, and checking them for condition on their return; decorates community and other program areas for special events, activities, or parties, checks the established safety systems of indoor and outdoor recreation facilities and areas, tools, and equipment; posts announcements of scheduled activities and answers inquiries about item, place, transportation, or other matters related to activities scheduled; takes inventory of authorized recreation supplies and equipment; and helps with group activities which require more than one staff monitor, performing specifically assigned tasks. As required, relays instruction from supervisor to co-workers and volunteers. Performs other related duties as assigned. Subject to an irregular tour of duty to include nights, weekends and holidays.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Practical knowledge of recreational activities, rules, and procedures. Ability to safeguard and handle cash and skill in the use and maintenance of various recreational equipment and facilities are desirable; however, no experience is required. Must have a valid driver's license. Satisfactory completion of installation, state and national criminal background checks required. Must be physically able to frequently lift and carry objects weighing up to 50 pounds. Employment physical required. Must be at least 18 years of age. Position of trust.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp>, at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
RECREATION ASSISTANT NF-0189-II

Announcement Number: **R07** Location: **Outdoor Recreation**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Assists Program Director and other Recreation Assistants in the program operation and maintenance of a variety of equipment and facilities under the Outdoor recreation Manager (Marina, Fam Camp, Crockett Cove, Paintball, etc). Types of duties include, but are not limited to the following: Opens and closes facilities as requested, assists in the organizing, promoting, scheduling, developing, set up and supervising of outdoor recreation programs to include USAF, AMFC and base wide activities; takes reservations and payment for trips and tours; notifies participants of schedule changes; checks the established safety system of indoor and outdoor recreation facilities and areas, tools, and equipment, charging them out to participants, and checking them for condition on their return; performs minor repairs and adjustments; takes inventory of authorized recreation supplies and equipment. May recommend new programming activities, to include type of format and resources the activity would require. As requested, gathers information from a number of different sources, including past programs and current popular programs in other communities. Assists Outdoor Recreation Manager in promoting marketing strategies. Collects fees and protects funds. Greets facility users, provides a variety of information about the recreation facilities, activities and scheduled events, and conducts facility tours. Decorates facility to reflect holiday and program themes. Reports facility repairs and maintenance requirements according to procedures. Assists in maintaining facility to meet operational standards. Operates a 15 passenger van to transport customers for scheduled trips/tours. Operates a computerized engraver. May serve as the alternate Safety Representative for the facility, assisting in inspections, and maintaining related records and documents. Performs outdoor and indoor maintenance tasks, such as cutting grass, shoveling snow, policing the area, changing light bulbs, and similar work. Additionally, operates tire changing machine and balancing tires. Performs other duties as assigned. Subject to an irregular tour of duty to include nights, weekends and holidays.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience which provides a working familiarity with the routines and procedures followed in organized, recreational activities or programs; and practical knowledge and/or experience of recreational activities equipment, rules and procedures. Must have ability to communicate both orally and in writing. Cash handling skills required. Must possess skill in dealing with the public. Must have a current driver's license. Satisfactory completion of installation, state and national criminal background checks required. Must be physically able to frequently lift and carry objects weighing up to 50 pounds. Employment physical required. Must be at least 18 years of age. Position of trust

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
ACCOUNTING TECHNICIAN

Announcement Number: **A01** Location: **Resource Management**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Performs accounting duties using double-entry accounting methods. Classifies and verifies a wide variety of complex accounting documents in order to assure their mathematical correctness and completeness of information. Maintains double-entry journals and subsidiary ledgers, posting entries to established accounts. Researches and traces discrepancies to posting documents and initiates necessary adjustments. Reconciles subsidiary ledgers to general ledger for monthly closeout of accounts. Responsible for accounts receivable reporting. Responds to customer questions that are routine in nature. Communicates with activity personnel to resolve questions on data submitted. Accesses Club Works system to process club payments and maintain club membership accounts. Serves as the Central Cashier for all Services banking requirements. Receives and reviews documents for completeness, validity, authenticity and arithmetic correctness. Counts and balances all receipts turned in by activities, consolidates receipts, and disburses funds to replenish change and impress funds. Maintains a central cashiers control log for each deposit. Prepares consolidated daily deposit for all Services activities. Maintains proper amounts and denominations of cash on hand to replenish change and impress funds. Accountable for large quantities of cash and negotiable instruments. Follows established security procedures to safeguard cash and negotiable instruments and provides security to the cashier's area. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Progressively responsible accounting experience which has provided knowledge of the interrelationship of accounts and the effects of debit and credit transactions on the overall system of general ledgers, and an understanding of the relationships between the general ledger and subsidiary accounts. Experience which has demonstrated arithmetic aptitude with ability to resolve common arithmetic problems. Knowledge of banking procedures required to properly prepare deposits for delivery to a financial institution. Skill in operating a personal computer, ten-key calculator by touch, and experience with Excel spreadsheets. Ability to work independently with accuracy and attention to detail, and meet constant deadlines. Ability to effectively communicate orally and in writing. Valid driver's license is required. Satisfactory completion of a National Agency Check (NAC) is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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Hours of Operation: 0730-1600, Monday - Friday

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
ACCOUNTING TECHNICIAN

Announcement Number: **A02** Location: **Resource Management**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Performs a full range of complex accounting duties using double-entry accounting methods. Analyzes, classifies, and verifies a wide variety of accounting documents in order to assure their mathematical correctness, completeness, and validity. Maintains double-entry journals and subsidiary ledgers, posting entries to established accounts. Prepares monthly balances, reconciles accounts, and transcribes to general ledger for month-end closeout of all accounts. Researches and traces discrepancies to posting documents and initiates necessary adjustments. Establishes/updates vendor pay data for Electronic Fund Transfer payments. Monitors discounts to be taken and pays vendors in accordance with the Prompt Pay Act (PPA). Establishes new inventory stock numbers according to functional standard categories in the Nonappropriated Funds Resale Inventory System (NAFRIS). Trains new NAFRIS users. Responsible for processing, inputting, and maintaining NAF payroll by examining personnel actions, pay changes, and employee requests, and making appropriate changes to master records which serve as a basis for pay and leave computations that effect the disbursement of pay. Responds to questions from timekeepers, supervisors, and human resource officer. Serves as the subject matter expert in payroll processing. Manually computes retroactive adjustments within tight deadlines. Advises timekeepers/supervisors of discrepancies and corrective actions. Resolves problems in processing of time and attendance reports. Builds and updates employee master pay records as required from personnel actions and other related documents to include tax withholdings, benefits and direct deposit routing. Via internet based program uploads and transmits files for processing direct deposits into employees' bank accounts. Verifies and reports to federal agency for payment of payroll taxes. Office records custodian. May serve as purchasing assistant backup. Performs other related duties as assigned. other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Progressively responsible accounting experience which has provided knowledge of the interrelationship of accounts and the effects of debit and credit transactions on the overall system of general ledgers, and an understanding of the relationships between the general ledger and subsidiary accounts. Knowledge of accounting terminology and procedures to enter, modify, retrieve, correct and delete information in a computerized accounting and general ledger system as well as to trace discrepancies and resolve problems is required. Knowledge of principles, practices and procedures of inventory control is desired. Experience in an automated pay system and sufficient knowledge to code and input time and attendance reports is highly desired. Skill in operating a personal computer, ten-key calculator by touch, and experience with Excel spreadsheets. Ability to work independently with accuracy and attention to detail, and meet constant deadlines. Ability to effectively communicate orally and in writing. Valid driver's license is required. Satisfactory completion of a National Agency Check (NAC) is required.

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
RECREATION ASSISTANT NF-0189-II

Announcement Number: **R07** Location: **Fitness Center**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Under the supervision of the Fitness Center Manager and/or Fitness Center Assistant Manager incumbent performs a variety of duties in support of the day to day operations of the fitness center. Plans and conducts specific segments of a medium recreation program IAW guidance of the Manager and Assistant Manager. Promotes and conducts in-house health and fitness programs. Provides after action reports to Assistant Manager for review, and maintains program continuity files. Assists Assistant Manager in the development of group exercise contracts/budgets, special events, and incentive programs. Maintains order and enforces policy, procedures and safety rules for fitness centers. Additional duties include but are not limited to: Opens and ready's facility for daily operations and secures facility at closing; Assists customers in physical conditioning programs by demonstrating equipment, exercise methods and procedures to be used as well as proper safety techniques; Prescribes exercise routines and monitors improvements for personnel on the Base Fitness Improvement Program (FIP); Creates and maintains official files and other reference material IAW established procedures; Maintains knowledge and ability to prepare and maintain outdoor fields and courts for various sporting activities and launders towels for fitness center customers; Maintains reservation system for sport courts and fields; Receives, stores, and issues and a variety of recreational supplies and equipment; Inventories, maintains simple inventory records, initiates actions to restock low supplies for facility operations, and provides checkout items; Checks locker rooms and restrooms for cleanliness and cleans areas of facility as required; Performs clerical support work for purchasing, procurement, and contracting that require the application of a knowledge of general procurement procedures and basic regulations. Drafts group exercise contract specifications as directed for review prior to submission. Works as Fitness Center liaison to the HAWC Fitness Manager in collaborative fashion to integrate fitness/wellness initiatives to customers. Assists the Base AFMC Wellness Program Coordinator in providing fitness/wellness initiatives to Base support personnel. May assist in the training of new hires. Performs other related duties as assigned. Subject to an irregular tour of duty to include nights, weekends, and holidays.

[Click here to go back to the position listing](#)

QUALIFICATIONS: One year specialized experience in a fitness center. Must possess experience that has provided a knowledge of a standardized body of rules, procedures and operations related to one or more indoor/outdoor recreation functions in order to perform the required activities in a fitness and sports environment. Knowledge of general office administration and clerical procedures, and computer automation functions to support office operations. Ability to communicate both orally and in writing. Requires physical dexterity and ability, heavy physical exertion (lifting up to 50 pounds). Employment physical required. Must satisfactorily complete a National Agency Check (NAC).

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
RECREATION AID NF-0189-I

Announcement Number: **R01** Location: **Fitness Center**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Performs duties required for daily operations and maintenance of the Fitness Center and Sports programs. Types of duties include but are not limited to the following: Operating a front desk operation; cleans facility and equipment as required; ensures only authorized patrons use the facility and equipment; maintains reservation system for sports courts and fields; issues and receives equipment; maintains outdoor sports facilities; ensures check-out items are clean and in good repair; inventories, restocks and displays check-out items; provides equipment manager with a list of re-order needs. Ensures reserved areas are ready for use by customers; ensures lockers are clean and operable. Assists in setting up facilities, grounds and equipment for programs and special functions. Provides assistance to facilitate users by explaining function and features available. Subject to an irregular tour of duty to include nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Experience in clerical or other office work of any kind which demonstrated the ability to perform the duties of the position. Practical knowledge of recreational activities, rules and procedures and equipment. Skill and use in maintenance of various recreational facilities and field preparation equipment. Must be able to follow simple to moderate instructions. Must be able to communicate both orally and in writing. Must be able to lift and carry items up to and including 50 pounds. Satisfactory completion of an employment physical required. Must be able to satisfactorily complete a National Agency Check (NAC). Must be 18 years of age. Must have a valid driver's license.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp>, at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
SPORTS & FITNESS CENTER MANAGER NF-0030-IV

Announcement Number: **S01** Location: **Fitness Center**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Plans, develops, organizes, manages, and supervises diverse and comprehensive physical fitness and sports programs which include group exercise classes, self-directed fitness and sports programs, incentive programs, special events, intramural, extramural, varsity sports and instructional programs. Develops annual operations plan that defines the organization structure; sets staff duties and responsibilities and establishes long/short term goals and procedures; extracts market demand information; establishes maintenance plans for facilities and equipment; creates public relations programs; works with the marketing office to obtain adequate publicity, marketing and commercial sponsorship support; serves as the non-voting chairperson for the Fitness & Sports Advisory Council. Establishes safety programs in accordance with applicable directives and forwards it through the Chief of Services for approval. Approves sports by-laws. Develops and maintains facility, personnel, program and financial records. Identifies and develops training programs and ensures staff members meet requirements for their positions. Plans and assigns duties and work schedules, maintains time sheets, resolves personnel issues, interviews, selects and conducts new employee orientations. Develops an annual fitness plan and acts as liaison to the HAWC Program Manager. Conducts on going fitness training with staff and customers. Manages personnel services contracts. Develops and coordinates an emergency plan with the base medical services. Develops and maintains current continuity book per current Air Force instruction. Ensures weekly inspections are conducted on fitness and sports equipment, fields and facilities with discrepancies are documented and forwarded to the appropriate office for corrective actions. Manages outdoor maintenance, performs building manager functions. Maintains equipment and supply accounts. Develops APF And NAF budgets, which include the expenditures required to conduct the fitness/sports program. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: BA required in fitness or sports/recreation field. One year specialized experience that equipped applicant with knowledge of a wide range of principles, concepts and techniques of physical fitness/sports programs including knowledge of exercise science, strength conditioning, nutrition, weight loss control, cardiovascular endurance, and exercise prescription; of anatomy, physiology and kinesiology as related to exercise and physical fitness assessment principle/procedures, exercise testing equipment and physical and psychological factors of individual team sports. Knowledge of program facilities management, fire, safety and environmental regulations, practices and procedures. Skill in preparing budgets, program evaluation and facility administration. Subject to work and uncommon tour of duty. Satisfactory completion of an employment physical (lifting up to 50 pounds) and National Agency Check required. Ability to supervise, train and schedule subordinates. Valid driver's license required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp>, at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
SPORTS & FITNESS CENTER ASSISTANT NF-0030-III

Announcement Number: **S03** Location: **Fitness Center**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Assists the Fitness Ctr Manager in planning, coordinating and managing all administrative, operational, and fiscal aspects of a comprehensive fitness and sports program. Performs all personnel management functions in the absence of the manager. Manages all aspects of base adult fitness program to include all core fitness activities, enhanced program's and instructor contracts. Establishes an annual fitness plan for all training, fitness classes, incentive programs, and special events. Prepares budget for all fitness contract and ensures payments are made in accordance with contract and Air Force guidance. Manages all core activity offerings and schedules and periodically reviews programs to ensure activities are meeting AFI requirements and customer needs. Manages Fitness Improvement Programs (FIP) and weight management body measurements in coordination with the Health and Wellness Center (HAWC). Establishes appropriate exercise classes for those individuals of the Air Force FIP. Works directly with the HAWC fitness manager to execute integrated fitness/wellness initiatives. Oversees fitness equipment maintenance and usage. Conducts regular inspections of equipment for proper preventative maintenance practices. Assists in budget planning for equipment purchases and replacement. Conducts ongoing training for customers and staff on proper usage of fitness equipment. Assists in establishing fitness training requirements for all personnel and coordinates with HAWC to provide in-house fitness journals and publications, and provides sound, credible fitness information and products to customers. Demonstrates work methods and provides work related guidance and relays instructions to lower graded and less experienced employees. May work uncommon tour of duty to meet program requirement to include nights, weekends and holidays. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: One year specialized experience which has provided knowledge of a standardized body of rules, procedures and operations related to one or more indoor/outdoor recreation functions in order to perform the required activities in a fitness and sports environment. Experience must have demonstrated the ability to perform satisfactorily at the grade level of the position. Requires skill in preparing budgets, managing financial and physical resources of fitness and in organizing and utilizing available resources with program framework. Must be able to communicate both orally and in writing. Must be able to lift objects weighing up to 50 pounds. Satisfactory completion of an employment physical is required. Satisfactory completion of a National Agency check is required. Valid driver's license is required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
FOOD AND BEVERAGE MANAGER NF-1101-III

Announcement Number: F01 Location: **Arnold Lakeside Ctr**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Plans, directs and supervises the activities of the food and beverage operation for the Arnold Lakeside Center. Duties include the hiring, training, and motivation of employees for quality food and beverage service to authorized patrons and their guests. Interfaces with the Special Events Manager in the planning of programs, menus and internal controls necessary for a viable and successful operation. Responsible on a day to day basis for food and beverage controls, and managing operating costs. Responsible for the proper relationship of cost of goods to labor, food waste and spoilage. Develops and maintains stock control cards, stock levels, and daily inventories. Prepares marketing lists, determines food and beverage requirements and related supplies. Develops and maintains standardized recipes on batch and item control cards with recommended selling prices. Inspects deliveries for quality and quantity. Responsible for accountability of food and beverage equipment and supplies; and maintenance of sanitation and health inspections standards for the Arnold Lakeside Center, Arnold Golf Course and Community Center. Develops budget plan estimates and justifications for any major purchase in the food and beverage area of operation. Plans and reviews the prices of each menu with the Special Events Manager, to include prices for party menus, banquets and special functions. Plans on a daily basis for the utilization of food surplus or leftovers. On a continuous basis, checks methods of preparation, size of portions, and appearance. Conducts food and beverage inventories as required. Responsible for the training and direct supervision of kitchen personnel, work schedules and assignments of their duties at the Arnold Lakeside Center. Evaluates performance and initiates required personnel actions. Annually develops and income expense and capital expenditure budget with the Special Events Manager for the food and beverage operation. Performs other related duties as assigned. Subject to an irregular tour of duty to include, nights, weekends, and holidays.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Progressively responsible experience in the food and beverage functions which demonstrated ability to perform duties of the position or responsible experience relating to administrative, professional, technical or other work which provided a general knowledge of management principles and practices. Experience must include responsibility or supervision over various phases of food and beverage management. Position of trust. Subject to satisfactory completion of a National Agency Check. Must be able to obtain a Food Handler's certificate. Must be proficient in inventory software programs (i.e., FoodTrak, NAFRIS) and Time Management computer programs.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
AUTOMOTIVE WORKER (GOLF EQUIPMENT MAINTENANCE)
NA-5823-08

Announcement Number: **NA05** Location: **Golf Course**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Makes repairs that can be accomplished by removing, replacing, adjusting, welding and cleaning defective or components such as spark plugs, fan belts, generators, starters, carburetors, fuel and water pumps, mufflers, tail pipes, wheel bearings, brakes, radiators, engine components, and heating and cooling devices. Assures that work performed conforms to specifications in appropriate repair manuals. Performs scheduled and unscheduled preventive maintenance on vehicles/equipment to restore vehicles/equipment to a serviceable condition. Locates worn or poorly adjusted parts through visual and auditory checks, and through the use of a small variety of test equipment. Removes cleans, replaces, packs, and seals defective parts of existing irrigation system. Checks operation and performs preventive inspections to small parts and sections of existing system. Operates field-type tractors with attachments and a variety of golf course maintenance equipment to maintain the grasses at the golf course. Backlaps and sharpens reels, replaces bearings and rollers on reels. Utilizes safety practices and procedures following established safety rules and regulations and maintains safe and clean work environment. Follows federal and state rules when storing, using, handling, labeling, and disposing of hazardous materials and waste in accordance with environmental standards. Performs clean-up duties, such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area. Uses and assures proper fit of required safety equipment and clothing. Uses and maintains hand and power tools and equipment required to accomplish duties such as, wrenches, pliers, brake tools, ignition tools, screwdrivers, tapes, rules, hacksaws, hand and power pipe threaders and cutters, packing and caulking irons, and pipe wrenches. Prepares accurate, complete, and up-to-date records of actions taken and assures documentation is signed and coordinated. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Must have experience in the maintenance and repair of diesel and gasoline powered engines and automotive equipment. This experience must have provided a thorough knowledge of and the ability to remove, replace, clean, and install parts, components and accessories; determine when parts should be cleaned and reinstalled or replaced; basic understanding of electricity and hydraulics and the skill to make adjustments and settings; basic understanding of on-board computer diagnostic systems, and other test equipment; skill in using basic automotive and plumbing tools; read and interpret parts manuals and manufacturer's repair manuals. Requires understanding of basic golf course turf knowledge. Must have the ability to add, subtract, multiply, divide and work with simple fractions Must be physically able to frequently lift, handle and carry objects weighing up to 40 pounds, and occasionally, with assistance, objects weighing up to and over 50 pounds. Must be able to frequently stand, bend, stoop, crawl, and work in tight spaces for long periods of time. Must be able to satisfactorily complete a pre-employment physical. Satisfactory completion of a national agency check required. Requires a valid driver's license.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> , at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
TRACTOR OPERATOR (LABORER) NA-5705-06

Announcement Number: **NA49** Location: **Outdoor Rec/CAC**

SALARY:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>

DUTIES: Performs significant labor involved with Outdoor Recreation grounds maintenance. Operates field – type tractors with attachments, heavy, complex riding lawn mowers and similar types of specialized mowing equipment (e.g., multiple and independently-controlled cutting decks, single function components) and/or specially designed riding mowers that operate on slopes and require constant attention to working space and environment. Operates various controls and levers to maneuver equipment and lift, lower, adjust, engage, and disengage components or attached devices when working around: trees, fence lines, banks and hillsides, trenches, slopes, curbs, rocks and other visible obstacles. Observes all safety rules and regulations pertaining to vehicle operations. Performs operator maintenance on equipment. Excavates and backfills ditches and trenches with hand tools; fills and levels holes in damaged roads with concrete, gravel and/or asphalt, may install forms and lay walks and paths using gravel and asphalt mixes; repairs and replaces pipe on irrigation systems; and may be asked to operate dump trucks or other equipment. Loads and unloads full trash bags, bulky supplies, furniture, and materials. Moves trash cans picks up debris from park areas. Using household type cleaners cleans Outdoor Recreation facilities restrooms, showers and replenishes supplies. As needed paints and cleans pavilions/picnic tables, etc. Uses a variety of hand tools such as pry bars, hammers, cutters, pliers, and wrenches in performing simple repair work and/or assisting others in more complex/difficult tasks. May be required to assist in Fam Camp resale operations and inventory. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS: Experience which demonstrates the ability to manipulate both tractor and equipment controls at the same time; knowledge of equipment to make connection on mechanical drive shafts and hydraulic lines; and skill to manipulate equipment over different types of terrain. Must have experience in operating and performing preventative maintenance on field-type tractors and associated equipment. Must be physically able to frequently lift and carry objects weighing up to 50 pounds. Must be able to frequently stoop, bend, reach and climb. Must be able to satisfactorily complete a pre-employment physical. Exposed to extreme heat; possibility of cuts and bruises. Ability to follow written and/or oral instructions; ability to lift and move heavy objects weighing over 50 pounds (23 kilograms). Must be able to satisfactorily complete a pre-employment physical. Requires a valid driver's license. Satisfactory completion of a National Agency Check w/Inquiries (NACI) required.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> , at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
TRAINING SPECIALIST NF-1712-III

Announcement Number: **T01**
Location: **Human Resources & Training**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Plans, develops, prepares, coordinates, presents, documents and trains employees assigned to Services in a variety of short, repetitive courses or course units such as customer service training, employee development training and general training programs that specifically relate to developing occupational skills, but not limited to the following: administrative procedures, supervisory requirements, customer service objectives, food service, hospitality, job ethics, etc. Prepares and develops course outlines, training objectives, curriculum guides, handouts, training aids, visual aids, and other training-related documents. Develops and maintains a comprehensive collection of training materials. Performs training assessments. Assists facility managers in developing work center master training plans. Evaluates facility training programs and training records. Provides recommendations in the development of the monthly training schedules. Collects and maintains relevant statistical data. Develops the Services training plan. Receives, reviews, validates and processes formal training requirements, certifying eligibility, fund availability. Determines the best method for meeting training requirements, coordinating training with activity managers, the servicing personnel flight, fund management offices and senior management to ensure full utilization of training quotas and resources. Processes TDY orders. Liaisons with external suppliers, including consultants and educational or training institutions. Assists in providing recruitment and placement service to NAF activities, processing personnel actions such as appointments, position and pay changes, transfers and separations. Maintains an applicant supply file, distributes vacancy lists/announcements and referral listings. Checks items of information for conformance to applicable laws, regulations, etc. Provides specific items of information to NAF employees regarding personnel matters including, but not limited to, insurance, retirement, 401(k), unemployment compensation, etc, found in commonly used regulations, instructions, or manuals. As required, in processes new employees, providing an overview of employee benefits and assisting in the completion of employment documents. May requisition forms and post changes to directives. Retrieves/assembles information for reports and special projects. Performs other related duties as assigned.

[Click here to go back to the position listing](#)

QUALIFICATIONS Knowledge of military and/or civilian training program processes. Must have experience in development of comprehensive training programs. Knowledge of and skill in developing course materials and instructional methods, principles and techniques in order to develop self-contained training courses; skill in the use of office automation software and related equipment is required. Ability to communicate both orally and in writing to include the ability to deal with diverse populations from educationally disadvantaged or vocationally underdeveloped to college graduates is necessary. Ability to instruct training courses in a classroom seminar setting. Satisfactory completion of a National Agency Check w/Inquiries (NACI) is required. Position is a position of trust.

HOW TO APPLY: Applications available from the NAF employment webpage <http://www.arnold.af.mil/employment.asp> at the 704th Services Human Resources Office (HRO), Bldg 3055 (Community Activities Center) or contact the Human Resources Office at DSN 340-5481 or CMCL 931-454-5481 if you would like the application packet emailed to you. The application packet includes the following:

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USAF Nonappropriated Funds
Arnold AFB, TN

Position Title/Pay Plan/Series/Grade:
CASHIER NF-0530-II

Announcement Number: **C05**
Location: **Resource Management**

Pay Range:

Please refer to pay charts on webpage: <http://www.arnold.af.mil/employment.asp>
*Experience/education may be considered when setting pay.

DUTIES: Serves as the Central Cashier for all 704th Services banking requirements. Provides advice to the facilities on how to properly document transactions. Receives, counts, and balances all receipts prepared by activities, consolidates receipts, and disburses funds to replenish change and impress funds. Maintains a central cashier's control log, and documents by NAFI/Activity for each transactions. Prepares consolidated daily deposits for all facilities. Uses double entry bookkeeping techniques to ensure proper cash management accountability. Troubleshoots routine actions by verifying audit trails and correcting errors. Searches for substantive solutions and recognizing unique and unusual trends or other problems in cash management. Maintains and monitors dishonored check list. Performs routine receipt and disbursement as simultaneous operations. Perform other related duties as assigned

[Click here to go back to the position listing](#)

QUALIFICATIONS Progressively responsible experience in clerical duties in the receipt, disbursement, examination, deposit, custody, or other processing of cash items when this includes (1) direct handling of cash items and (2) use of cash accountability control methods. Ability to effectively communicate orally and in writing. Skill and experience with MS Excel spreadsheets. Valid driver's license is required. Satisfactory completion of a National Agency Check w/Inquires (NACI) is required.

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